

January 17, 1947

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TO: [REDACTED]

SUBJECT: Activities of Liaison Section

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JUST		NEXT REV		AUTHI	HR 10-2

1. In order that you will have a more complete picture of all the operations performed in this office, we are outlining the activities of our Liaison Section and setting forth the work to be performed by your office as a result of their activities.

2. When the Personal History Statement of an applicant for employment with this organization is reviewed, if there is reason to believe that applicant has ever been the Subject of a federal investigation, the case is referred to Liaison for handling.

3. Contact is then made with the agencies by which Subject had been employed, or with the Civil Service Commission, in order to determine whether or not there is a complete report of investigation. When an investigative report is located, the file is reviewed and a comprehensive summary of the report is made, indicating the dates, places, and scope of investigation; verification of education, employment, and residence; any pertinent information contained in the file, such as naturalization, divorce, military or birth records, and any questionable or derogatory information.

4. After this summary report has been prepared by Liaison, the case is referred back to the reviewer for determination as to what further work is required in order to give security clearance. If it is determined that further investigation is required in order to bring the case up-to-date, it is referred to you with a statement indicating the desired work to be done. A typical case would be one where the Liaison Section has received a report of investigation covering the applicant's background up to 1945. It would be necessary for your office to verify the Subject's present employment, making neighborhood investigation, necessary police and credit checks, and to verify any activities subsequent to the date of the investigation already secured.

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Chief of Investigations

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SSD - Fall Admin  
"Liaison Section"

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